

TO TEACH WELL *BE* WELL: PLANNING YOUR WEEK

DIRECTIONS: Use this worksheet to help you think more systemically and holistically about your week so you can be sure to have time to plan for and work on those areas of your life you identified as priorities in the FIND YOUR FOCUS pages. Revisit and revise these pages or your time commitments as needed over the course of the year.

Time	Monday	Tuesday	Wednesday
Notes	NOTE: My wife cares for her 97-year-old mother, who has lived with us for many years. So our evenings and weekends are generally constrained by this situation.		
5	Wake Up	Wake Up	Wake Up
	• Breakfast	• Breakfast	• Breakfast
6	• Pack lunch/Make coffee for work • Morning readings/reflections in Daybook • Meditate	• Pack lunch/Make coffee for work • Morning readings/reflections in Daybook • Meditate	• Pack lunch/Make coffee for work • Morning readings/reflections in Daybook • Meditate
7	• Leave by 7:15	• Leave by 7:15	• Leave by 7:15
	Drive to CSM (arrive by 8)	Drive to CSM (arrive by 8)	Drive to CSM (arrive by 8)
8	Until 9:10: Prep for class; student conferences; open office hours; tend to emails	Until 9:10: Prep for class; student conferences; open office hours; tend to emails	Until 9:10: Prep for class; student conferences; open office hours; tend to emails
9	9:10-10:00: English 11 (Bldg 12/Room 201)	9:10-10:00: English 11 (Bldg 12/Room 201)	9:10-10:00: English 11 (Bldg 12/Room 201)
10	10:10-11:00: English 11 (Bldg 12/Room 201)	10:10-11:00: English 11 (Bldg 12/Room 201)	10:10-11:00: English 11 (Bldg 12/Room 201)
11	11:10-12:00: Advisory (Bldg 12/Room 220) Note: Mandatory; review/set goals for week.	11:10-12:00: Advisory (Bldg 12/Room 220) Note: Check-in req'd; CSM classes, clubs, etc.	11:10-12:00: Advisory (Bldg 12/Room 220) Note: Check-in req'd; CSM classes, clubs, etc.
12	Eat lunch; enter attendance/ notes from T-S confs in Aeries; tend to emails/other admin ; walk the perimeter of CSM campus	Eat lunch; enter attendance/ notes from T-S confs in Aeries; tend to emails/other admin; walk the perimeter of CSM campus	Eat lunch; enter attendance/ notes from T-S confs in Aeries; tend to emails/other admin ; walk the perimeter of CSM campus
1	Advisory Confs (see schedule for names/times). Note: review Aeries Notes, etc to prep; remember to enter Aeries Notes after!	Advisory Confs (see schedule for names/times). Note: review Aeries Notes, etc to prep; remember to enter Aeries Notes after!	Advisory Confs (see schedule for names/times). Note: review Aeries Notes, etc to prep; remember to enter Aeries Notes after!
2	Team Meeting: MTSS; students of concern; admin issues; planning upcoming events; discuss urgent team, student, program needs to address for week ahead.	Grade-Level Meeting: discuss ideas, issues related to students, program, courses, curriculum in general and for the week with all junior teachers)	Team Meeting: English teachers meet to discuss curriculum, score and discuss papers; confer on upcoming or possible units, ideas.
3			
4	Leave by 3:30: drive home; errands; listen to audiobooks on drive; stop for coffee at Philz to read, make notes for MY writing projects)	Leave by 3:30: drive home; errands; listen to audiobooks on drive; stop for coffee at Philz to read, make notes for MY writing projects)	Leave by 3:30: drive home; errands; listen to audiobooks on drive; stop for coffee at Philz to read, make notes for MY writing projects)
5	4:30-5:30: Workout, walk, ride; errands, emails, chores/help Susan.	4:30-5:30: Workout, walk, ride; errands, emails, chores/help Susan.	4:30-5:30: Workout, walk, ride; errands, emails, chores/help Susan.
6	5:30-6:30: Dinner, talk with Susan about her day, issues, needs, her mother.	5:30-6:30: Dinner, talk with Susan about her day, issues, needs, her mother.	5:30-6:30: Dinner, talk with Susan about her day, issues, needs, her mother.
7	6:30-7:30: do dishes, make lunch for next day, take out garbage/compost; read for myself in remaining time till 7:30.	6:30-7:30: do dishes, make lunch for next day, take out garbage/compost; read for myself in remaining time till 7:30.	6:30-7:30: do dishes, make lunch for next day, take out garbage/compost; read for myself in remaining time till 7:30.
8	7:30-1:00 a.m.: grade student work; prepare and post lesson plans for next day; school emails to Ss, Ps, colleagues; finish off any Aeries Notes for Ss today. Often get in some work on book I am writing in the later hours.	7:30-1:00 a.m.: grade student work; prepare and post lesson plans for next day; school emails to Ss, Ps, colleagues; finish off any Aeries Notes for Ss today. Often get in some work on book I am writing in the later hours.	7:30-1:00 a.m.: grade student work; prepare and post lesson plans for next day; school emails to Ss, Ps, colleagues; finish off any Aeries Notes for Ss today. Often get in some work on book I am writing in the later hours.
9			
10			

Remember: I am committed to doing these three things each week:

Thursday	Friday	Weekend / Notes / To Do
Wake Up	Wake Up	<p>In general, unless I am going fly fishing, I spend much of the weekend working on writing projects; preparing for the week ahead; reflecting on the week just ending and my own performance (see Weekly Pages in this planner for samples of what that looks like); and responding to student work, which means reading and responding to student papers.</p> <p>Note: Our three kids are out of college and on their own; however, during the years when they were little and before my wife's mother lived with us (in a separate in-law apartment), weekday afternoons were spent helping them, shuttling them to practices or games and weekends were all about whatever sports were going on or birthday parties or other events that demanded our time. So the schedule here for this week is that of one whose kids are grown and gone, having been replaced by the demands of caring for aging parents.</p> <p>Note: Throughout the school year, this schedule includes the night we get out to hear a speaker as part of a speaker series we have subscribed to for years to ensure personal and intellectual enrichment; also, it includes the night my wife and I each go to our respective book clubs, which have ensured our social and intellectual wellbeing for years, mostly with the parents of our kids' friends who, dating back to preschool, became and have remained our friends.</p>
<ul style="list-style-type: none"> • Breakfast • Pack lunch/Make coffee for work • Morning readings/reflections in Daybook • Meditate • Leave by 7:15 	<ul style="list-style-type: none"> • Breakfast • Pack lunch/Make coffee for work • Morning readings/reflections in Daybook • Meditate • Leave by 7:15 	
Drive to CSM (arrive by 8)	Drive to CSM (arrive by 8)	
Until 9:10: Prep for class; student conferences; open office hours; tend to emails	Until 9:10: Prep for class; student conferences; open office hours; tend to emails	
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11:10-12:00: Advisory (Bldg 12/Room 220) Note: Check-in; CSM classes; T-S confs; S-Hall ; Chess Club (in Student Room)	11:10-12:00: Advisory (Bldg 12/Room 220) Note: Asynchronous; reflect, review progress/ performance and submit to me by 1:00.	
Eat lunch; enter attendance/ notes from T-S confs in Aeries; tend to emails/other admin; walk the perimeter of CSM campus	Eat lunch; enter attendance/ notes from T-S confs in Aeries; tend to emails/other admin; walk the perimeter of CSM campus	
Advisory Confs (see schedule for names/times). Note: review Aeries Notes, etc to prep; remember to enter Aeries Notes after	Advisory Confs (make ups or urgent). Note: review Aeries Notes, etc to prep; remember to enter Aeries Notes after!	
Leave by 3:30: drive home; errands; listen to audiobooks on drive; stop for coffee at Philz to read, make notes for MY writing projects)	Leave by 3:30: bring bike and go for ride around Crystal Springs res OR along PCH or get away asap if going fly fishing or to Russian River	
4:30-5:30: Workout, walk, ride; errands, emails, chores/help Susan.	4:30-5:30: All depends on if I am home or away.	
5:30-6:30: Dinner, talk with Susan about her day, issues, needs, her mother.	5:30-12:00: Take-out night (<i>always</i> sushi); games, movie, friends over, etc.	
6:30-7:30: do dishes, make lunch for next day, take out garbage/compost; read for myself in remaining time till 7:30.		
7:30-1:00 a.m.: grade student work; prepare and post lesson plans for next day; school emails to Ss, Ps; colleagues; finish off any Aeries Notes for Ss today. Often get in some work on book I am writing in the later hours.		